

# **SOUTH DAKOTA HMEP**

## **Planning Grant Application Guide**

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### **Compliance**

The Local Emergency Planning Committees applying for the grant must be active and in compliance with Section 301-303 of SARA Title III and SDCL 34A-12-23 in order for the applicant to receive grant funds under the Hazardous Materials Emergency Preparedness (HMEP) program. The LEPC may be asked to complete a Statement of Compliance confirming compliance with Sections 301-303 and SDCL 34A-12-23. All grants awarded shall comply with 49 CFR Part 110: Interagency Hazardous Materials: Public Sector Training and Planning Grants; Final Rule.

### **Eligible Applicants**

All Local Emergency Planning Committees in South Dakota.

### **Eligible Planning Projects and Expenses**

- Hazmat Plans: Development, improvement, and implementation of emergency plans required under Emergency Planning and Community Right-to-Know Act (EPCRA), as well as exercises which test the emergency plan. Enhancement of hazmat emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.
- Commodity Flow Studies: An assessment of hazardous materials risks within a county, to include flow patterns of hazardous materials transportation, and development and maintenance of a system to keep such information current.
- An assessment of local response capabilities.
- Conduct of emergency response drills and exercises associated with emergency preparedness plans. For participation in exercises, personnel expenses, overtime, travel, and per diem will **not** be allowable expenses. Equipment rental and purchase of supplies will be allowed, depending on the reasonableness of the proposal.
- Technical staff to support the planning effort. (Staff funded under planning grants cannot be diverted to support other requirements of EPCRA).
- Additional activities the South Dakota Office of Emergency Management and the USDOT Associate Administrator for Hazardous Materials Safety deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

### **Non-Eligible Expenses**

- Equipment purchases, including computer hardware and software. One set of demonstration equipment to be used as props for exercises, not including computer hardware and software, may be purchased with the approval of the Office of Emergency Management and USDOT.
- For participation in exercises, personnel expenses, overtime, travel, and per diem will not be allowable expenses. Equipment rental and purchase of supplies will be allowed, depending on the reasonableness of the proposal.

### **Completion of Application and Signatures**

All information in the planning grant proposal must be completed as completely and accurately as possible. All applications must contain the signature of the local LEPC Chairman or the signature of another authorized official (such as the Emergency Manager) certifying that the information in the application is correct.

### **Grant Amounts**

Grant amounts under this grant shall be based upon reasonable costs. The South Dakota Office of Emergency Management and USDOT shall verify approval of reasonable costs. Local jurisdictions must verify the purchase of supplies and equipment with these agencies before purchasing to assure reimbursement of costs.

The following will apply for travel reimbursement.

Airfare - Lowest coach rate based on advanced booking.

Lodging - In-State - \$60.00 per day plus tax maximum, based on actual expenditure.

Out-of-State - Reasonable rates -\$150.00 (maximum plus tax)

| <u>Per Diem</u> - | In-State       | Out-of-State   |
|-------------------|----------------|----------------|
| Breakfast         | \$ 5.00        | \$ 8.00        |
| Lunch             | \$ 9.00        | \$11.00        |
| Dinner            | <u>\$12.00</u> | <u>\$17.00</u> |
| TOTAL             | \$26.00        | \$36.00        |

### **Local Jurisdiction Match of Grant Funds**

Local jurisdictions must supply a match of 20 % of the total project cost. For example, if the amount of project funds required is \$100, the local jurisdiction match is \$20 and the grant applied for is \$80. Another way of stating this is that the match is 25 % of the grant award.

The easiest matches for a planning grant include non-SLA labor for emergency managers or donated labor from other LEPC members working on the project, donated copying expenses or other supplies by the LEPC and/or a facility fee for a contractor using your facility while working on your project. Other hard and soft matches may be used. Please see the Allowable Match document on the OEM Forms page under Hazmat for more details. None of the match can be from federal funds from another source. It must come from local sources.

### **Items Required for Reimbursement**

Typically copies of any report, study, or plan will be submitted to SD-OEM as specified before reimbursement occurs. Copies of invoices from contractors and copies of time sheets for labor matches are also required.

### **Flow of Funds**

All funds awarded under this grant application will be on a reimbursement basis. Funds must be expended out of the local jurisdiction's budget and reimbursement will be made upon submission of required items as specified in the contract.

1. LEPC expends funds for eligible project and expenses.
2. LEPC submits required items to SD-OEM.
3. SD-OEM verifies expenses.
4. Reimbursement is received by SD-OEM and sent to LEPC.
5. All grant application and expenditures are subject to audit by the Office of Emergency Management and USDOT.

### **Questions?**

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